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Minimum Qualification Specifications
for the Class:

SUBSTANCE ABUSE PROGRAM MANAGER
(SUBSTANCE ABUSE PROGRAM MGR)

Prerequisite Knowledge and Abilities Required:

Knowledge of: Laws and regulations governing substance abuse treatment programs; principles, practices, methods and techniques used in substance abuse treatment, counseling, case management, and the concepts and theories which are guides for their use; fundamental concepts of pharmacological properties and effects of psychoactive substances on users; alcohol and drug use continuum in individuals; varying causes of addiction; the relationship between substance use and infectious diseases, including HIV and AIDS; behavioral, psychological, social and health effects of psychoactive substances on users and the collateral effect on their families, significant others and communities; the role of family, social networks and community systems as assets or obstacles in the treatment and recovery process; research methods and techniques; report writing; community resources and the services they provide; and principles and practices of supervision.

Ability to: Plan, manage and evaluate a statewide substance abuse treatment program; learn and apply departmental policies and procedures and pertinent laws, regulations and other directives governing the provision of substance abuse treatment services; develop policies, procedures, goals and objectives; ensure compliance with all applicable laws, rules, regulations, standards and requirements; evaluate program and resource requirements; formulate, recommend and administer budget and expenditure plans; establish and maintain effective working relationships with coworkers, departmental and other public or private agency staff; perform or oversee the planning and implementation of staff training; supervise and evaluate the work performed by others; communicate effectively both orally and in writing with individuals as well as groups; perform or oversee the development and monitoring of contracts and grants; and keep abreast of current trends, practices and issues in substance abuse treatment.

Basic Education Requirement:

Graduation with a bachelor's degree from an accredited four (4) year college or university.

Excess work experience as described under Specialized Experience below, or any other progressively responsible administrative, professional, or analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to ensure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had experience of the kind and quality described in the statements below and in the amounts shown below, or any equivalent combination of training and experience.

Specialized Experience: Four and one-half (4-1/2) years work experience which involved one or a combination of the following. The experience must have demonstrated knowledge of the goals, objectives, principles, standards, methods, practices, and techniques of substance abuse treatment.

- 1) Progressively responsible professional work experience providing direct alcohol and/or drug abuse counseling and treatment services which involved assessment, development of individualized treatment plans, and providing substance abuse counseling and education to individuals and/or groups in an alcohol and/or drug treatment program.
- 2) Progressively responsible professional work experience which involved the conduct of studies and analyses of programs or projects, and active participation in the planning, coordination, development and/or evaluation of substance abuse treatment and counseling programs and/or program activities.

Supervisory Experience: One (1) year of work experience which included: 1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training

and developing subordinates; and 5) evaluating their work performance, and disciplining them when necessary.

Managerial Aptitude: Managerial aptitude will be considered to have been met through successful performance of, or substantial participation in, organizing, scheduling, and coordinating a group of activities in order to attain program objectives within time, resource and budgetary limitations; interest in management demonstrated by the performance of work assignments in a manner which clearly indicates awareness of problems and the ability to solve them; completion of educational or training courses in the areas of management, accompanied by the application of principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; success in trial assignments to managerial and/or administrative tasks.

Substitutions Allowed:

Possession of a master's degree in social work, psychology, counseling, or other behavioral science from an accredited college or university may be substituted for one (1) year of Specialized Experience.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position with or without reasonable accommodation will not be disqualified under this section.

Any condition that would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director of Human Resources Development.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is the first minimum qualification specification for the new class SUBSTANCE ABUSE PROGRAM MANAGER (SUBSTANCE ABUSE PROGRAM MGR).

DATE APPROVED: 6/25/02 /s/ Dawn M. Young
DAVIS K. YOGI
Director of Human Resources Development